



# Recreation Partner & Facility Investment Program (RPFIP)

Edmonton

## Program Guide 2026

For more information about  
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## Program Overview

The Recreation Partner and Facility Investment Program (RPFIP) aims to foster healthy, vibrant active communities throughout Edmonton. The program has been designed to support the efforts of Sport and Active Recreation organizations that contribute to providing opportunities for Edmontonians to engage in physical activity in their communities.

Specifically, RPFIP responds to local facility development and enhancement needs and works in partnership with eligible organizations to assist communities with the acquisition, construction, enhancement/upgrade, repairs and preventive maintenance, or redevelopment of public-use community facilities.

## Project Eligibility

This program is for Sport and Active Recreation capital projects on:

- City-owned land in Edmonton, and needs to be at Checkpoint two in the concept phase or have otherwise received conditional City approval to proceed.
- Private Land
  - Regional projects may be considered based on benefit to Edmontonians.
  - Preference will be given to projects within Edmonton municipal boundaries.

	2026	2027*	2028*	2029*	2030*
<b>Total Funding Available per year</b>	<b>\$1,988,762</b>	<b>\$3,150,000</b>	<b>\$3,150,000</b>	<b>\$3,150,000</b>	<b>\$3,150,000</b>

Funding of up to 33% of the total project budget will be considered, depending on available funds. Projects must have a minimum project budget of \$50,000 to be considered.

\*\* funding will be confirmed with Council approval of the 2027 -2030 City budget

## Organizational Eligibility

- Organizations that are registered (and in good standing) including not-for-profit or for-profit service providers in existence for more than one year.
- Organizations' primary mandate must be for sport and active recreation. The activities of the organization shall address identified sport and active recreation needs and trends as defined in the Purpose and Core Values section above.
- 75% membership or primary beneficiaries of its programs and services must be residents of the City of Edmonton.
- Organizations' membership and beneficiaries of its programs and services must be directed to the improvement of the quality of life of Edmontonians.
- The organization must demonstrate how its programs and services are inclusive and accessible.



- Organizations must be willing to enter into a Funding Agreement with the City of Edmonton, meet reporting requirements, agree to provide the City with the right to audit project-related documents, and agree to secure the appropriate approvals for the proposed project.
  - If the project budget changes, total eligible funding will also be scaled to align to the program criteria of up to 33% of eligible costs.
  - Eligible funding may also be phased over the RPFIP budget cycle. Projects must have confirmed funding and can be completed in 2-4 years.

### **Eligible Expenses**

- Capital and facility upgrades, renovations and construction
- Design costs that have not already been expensed and incurred no earlier than the application submission

### **Ineligible Organizations, Projects and Expenses**

#### **Ineligible Organizations**

- Community leagues are not eligible for this program
- Organizations whose primary focus is not sport and active recreation such as arts, culture & heritage, education, multicultural, Indigenous and social services
- Municipal departments or other governmental organizations
- Organizations that are already receiving City capital funding
- Organizations that have overdue or incomplete accounting/reporting relating to any funding previously awarded by the City of Edmonton
- Individuals

#### **Ineligible Projects**

- Any project that is not deemed to meet one of the outlined outcomes
- Projects that are operational rather than capital
- Projects that are already receiving City capital funding



### Project funding cannot be used for expenses related to:

- Time and labour provided towards preparation of funding applications; fundraising, including costs for fundraising campaigns; and websites for fundraising purposes.
- Operating costs
- Debt reduction, financing charges and/or interest payments on loans, retroactive expenses incurred prior to application submission dates.
- Direct government lobbying or partisan political activities (i.e. activities related to advocacy must demonstrate non-partisan approaches).
- Fittings Fixtures & Equipment (FFE) items not affixed to the building.
- Strategy Phase Work - includes development of a Strategy Document with organizational profile, terms of reference, public involvement plan, project description, demographics, context analysis, activity based needs assessment, exploration of alternatives.

### Evaluation Criteria

Once an applicant is **confirmed to be eligible for the investment program**, the next step will be the review of the project application and business case by the Evaluation Committee according to set criteria (noted below). The applicant will be assessed and scored, and the funding approval and amount will be determined upon completion of this review.

Applications will be assessed based on the following criteria:

- **Organizational Strength:** Impacts of project on programs and services, organizational stability, financial stability, and governance.
- **Project Need and Strategic Alignment:** Needs assessment, context and alternatives, user impacts and benefits, and alignment with City strategic priorities and Live Active outcomes.
- **Project Strength:** Readiness, defined project scope, defined project outcomes, explanation and justification of project alternatives, clear schedule and key deliverables, project costs and funding plan/confirmation, project resources and management are clearly identified, and risks and mitigation strategies are included.
- **Operational Plan:** Clear operational plan and identified and accounted for costs for operations and maintenance.
- **Financial Analysis:** Organizational financial documentation is provided for assessment and operational information is clearly identified and will be reviewed.

### Timelines

- Application process opens January 5, 2025 until March 6, 2026
- March - May review and assess applications
- Notification to applicants will be May - June

Note: These timelines are subject to change



## Reporting

- Successful applicants will be responsible for reporting on their projects. This is to be done in the grant portal.

### The following required documents must be attached in the Grant Portal

- Projects that are on City-owned land
  - Applicants will be required to take information from their Community Led Construction Business Case Part 1 & Part 2 and answer questions in the grant portal.
  - Applicants will be required to complete a Project Budget Sheet. Complete the Project Budget sheet and provide written confirmation of funding sources.
  - Attach the organization's most recent final audited or unaudited financial statements, signed by two board members.

*\*please check the [community led construction process](#) to confirm the above requirements are answered correctly.*
- Projects that are on private land and regional projects may be considered based on benefit to Edmontonians. Preference will be given to projects within Edmonton municipal boundaries.
  - In order to be eligible for the RPFIP, your project must include and clearly demonstrate as minimum requirements the following information:
    - A business case that must include the following:
      - Project description
      - Project goals & outcomes
      - Project alignment with city priorities
      - Activity based needs assessment
      - Context analysis
      - Public engagement (planning and design)
      - Organizational profile
      - Working or pre-tender drawings
      - Functional program
      - Operational plan and costs
      - Project specific studies/legislatively required reports
      - Schematic design and associated reports
      - Development and building permits (if/when available)
      - Resourcing
      - Key risk(s) and mitigation
      - Example of a business case [template](#). Please see the business case and provide the information requested in Sections 1 - 16.
  - Applicants will be required to complete a Project Budget Sheet. Complete the Project Budget Sheet and provide written confirmation of funding sources.



- Attach the organization's most recent final audited or unaudited financial statements, signed by two board members or delegated officials.
  - Approval from the landowner if not the applicant .
- Incomplete business cases will not be considered

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